

## COMMONWEALTH OF VIRGINIA

## VIRGINIA STATE LIBRARY

## DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF  
RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

2. AGENCY:

House of Delegates

3. AUTHORIZATION NO.:

101-019

4. DIVISION:

Office of the Clerk

5. SUB-UNIT:

Fiscal Department

6. REQUESTED BY:

Margaret H. Leynes

DATE REQUESTED:

7. AGENCY APPROVAL:

Joseph R. Holleman, Jr.

DATE APPROVED:

8. RATE OF ACCUMULATION PER ANNUM:

.10 cubic foot

9. KIND OF COPY:

duplicate

10. SIZE OF FORM/RECORD:

8 1/2" x 11"

11. COLOR OF FORM:

white

12. ☐ MACHINE POST:☒ typed

1. NAME OF FILE OR RECORD:

Equal Employment Opportunity Commission

State and Local Government Information

Report (EEO-4) and Attachments

## 13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

A. CURRENT FILE:

1 year

B. INACTIVE FILE:

5 years

C. STORAGE:

N/A

D. MICROFILM FILE OR RECORD AND

☐ DESTROY DATA☐ RETURN DATAE. ☐ STORE FILM☐ RETURN FILM

## 14. ARRANGEMENT OF RECORDS:

☒ CHRONOLOGICAL☐ ALPHABETICAL

SERIES CUT OFF:

☒ CALENDAR☐ CONTINUOUS

ALPHABETICAL BY:

☐ NUMERICAL☐ SUBJECT NUMERICAL☐ FISCAL

5. APPRAISAL OF FILE OR RECORD

The series documents the Clerk's reporting of the racial and sexual makeup of employees in the Office of the Clerk to the Equal Employment Opportunity Commission. The report is submitted in compliance with provisions of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) and Sections 1602.30-1602.38, Chapter 14, Title 29, Code of Federal Regulations. The series is used to verify the submission of the report to E.E.O.C.

The series contains the Equal Employment Opportunity Commission State and Local Government Information Report (EEO-4), EEO-4 Summary Sheet, memoranda, notes and correspondence.

The date range is 1976 to the present and the total accumulation is .50 cubic foot to date.

DISPOSITION: Retain for 5 years after the close of the year to which the report relates, and then destroy.

## APPROVAL

1. Assistant State Archivist for Records:

Date:

3-17-83

3. Auditor of Public Accounts or Deputy:

Date:

2. State Comptroller or Deputy:

Date:

3/22/83

4. State Librarian or Deputy:

Date:

Louis H. Manassis

3/28/83